



**EMPLOYMENT OPPORTUNITY**  
**Up to \$45,000 p.a. plus retention bonus**  
**HEAD COACH AND PROGRAM MANAGER**  
**ADULT ROWING PROGRAMS**

**HELP GROW THE SPORT OF ROWING ON THE BEAUTIFUL GORGE  
WATERWAY IN DOWNTOWN VICTORIA, B.C.**

Gorge Narrows Rowing Club is looking for a motivated self-starter to fill the role of senior leader for our adult rowing programs. Reporting to the Club Board of Directors, the position is full-time with variable hours throughout the year.

The Head Coach supervises up to five paid and volunteer assistant coaches and is the overall manager for four rowing programs: Masters (adults over 27 years old); Seniors (younger adults in both recreational and competitive streams); Adult Rowing League (an introductory program for novice adult rowers); and Learn to Row (individualized lessons for novices). There is also scope to provide individual and small group high-performance workshops based on demand.

In addition to developing training plans for up to 100 athletes across the Club's adult programs, from novices to multi-medal FISA Masters competitors, coaching on-water practices and land-based workouts, and accompanying athletes to weekend regattas, the successful candidate will contribute to the overall growth and success of the Club through ongoing recruitment of new members.

Please see attached Job Description for further details on duties and desirable qualifications.

To apply for this challenging and rewarding opportunity please forward a resume of your past experience and qualifications plus a covering letter to:

Julian Paine  
[president@gorgerowing.ca](mailto:president@gorgerowing.ca)

Desired start date: March 1, 2020

Gorge website <http://gorgerowing.ca/>

# Head Coach & Program Manager, Adult Rowing Programs Job Description

## Summary

Under the general direction of the Board of Directors and reporting to the President, the Head Coach/Program Manager is the senior staff member responsible for coaching adults of a variety of ages and skill levels, the planning and overall implementation of four adult rowing programs and crew selection and organization of athlete participation at regattas. The Club currently has up to 100 participating athletes from novices to multi-medal winning FISA Masters competitors.

## Key Activities

- Plan, develop and implement a training regime for each Adult Program, both on-water and dryland
  - Create a positive and professional relationship with the group as well as with individuals within the group, while providing logical, technical development.
  - The aim of the training should be on improving confidence and technique in required areas.
  - Ensure safety protocols are kept current and are rigorously adhered to by all athletes and coaches
- Regatta management
  - Set race line ups & enter crews
  - Race preparation
  - Arrange transit for equipment to and from sites, including trailer driving and/or coordination with another club for trailer use
  - Lead rigging/de-rigging, trailer loading, including rower education of process
  - Pre-and post-race meetings, help carry equipment, launch and retrieve crews from the dock.
- Public relations and program marketing through community education, involvement and support (develop brochures, newsletters, etc), for Adult Programs.
- Manage administrative duties such as:
  - Roster
  - Payment collection
  - RCA pre-registration and registration, including writing and entering program information
  - Waiver and all other paperwork collection and management for the team.
  - Website updates
- Supervise and mentor part-time coaches employed or volunteering for the Adult Programs.
- Fleet maintenance planning and implementation including assisting in developing maintenance programs, ordering parts, spares, and equipment to ensure effective program implementation.

## Essential qualifications

- Pleasure Craft Operator Card (PCOC)
- RCA Certified Coach
  - Must be at least a Certified RCA LTR Coach, or actively pursuing RCA Coach Certification
- Successful Criminal Record Check
- Rowing trailer (or other similar trailers) driving experience
- Supervisory experience

## **Asset qualifications**

- Rigging knowledge
- Basic boat maintenance and repair skills
- Basic small engine maintenance and repair skills
- First Aid (minimum Basic First Aid with CPR C/AED)
- Radio operators license (ROC-M)

## **Work Characteristics**

### **Knowledge**

- Maintain current knowledge of rowing governing body programs and policies.
- Listening and verbal skills to provide feedback to athletes.
- Excellent communication skills with the confidence and ability to give clear instruction to athletes.
- Ability to problem-solve and make decisions around issues that arise.
- Teaching techniques to assist and support the development of other coaches.
- Knowledge of practice planning, skill development and performance training in adults.
- Ability to evaluate athlete performance and develop appropriate training methods and protocols for the level of development.
- General knowledge of financial principles in order to prepare a budget and produce financial forecasts.

### **Effort**

- Able to work as part of a team through collaboration, respect and effective communication.
- Well organized and have the ability to manage time and priorities effectively.
- Develop training plans suitable for a variety of skill levels and abilities.
- Guide new employees and volunteers to facilitate the learning of procedures and methods.
- Prepare promotional and other material for marketing and advertising to increase awareness of the Adult rowing program, following Club guidelines which includes coordinating promotional events (such as community days).

### **Responsibility**

- Supervise casual, contract, and volunteer coaches.
- Responsible for the maintenance of Club equipment and fleet of boats; including routine boat safety checks, basic repair tasks, and replenishment of equipment.
- Track hours and expenses; research and provide cost estimates for large purchases such as oars, etc.